



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 19-0001583

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 11/16/18 PO Method: SP Dispatch: **Dispatch** Rev Dt:
Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: COMPLETE BOOK & MEDIA SUPPLY INC
1200 TORO GRANDE DR STE 200
CEDAR PARK TX 78613-7820
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
RM 0316
AUSTIN TX 78778-0001
United States

Vendor ID: 1742852244

Purchaser: Constance L Conerly

Phone:

Fax:

Email: constance.conerly@twc.state.tx.us

Bill To: APPO@twc.state.tx.us or

Texas Workforce Commission
101 E 15TH ST
RM 446
AUSTIN TX 78778-0001
United States

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$5000 or Less
Agency Contact: Linda Lee Martin
Phone: 512-936-6259
Email: linda.martin@twc.state.tx.us

Vendor Contact: Kayla Kastner
Phone: 800-986-1775 ext. 122
Email: customerservice@completebook.com

For payment inquiries, please contact Texas Workforce Commission Accounts Payable customer service by calling 512-463-1671 (Select Option 5), or by e-mail to appo@twc.state.tx.us. Invoices may be emailed to appo@twc.state.tx.us or the bill to address listed above.

Authorized Signature

A handwritten signature in blue ink that reads "Glenn Smith".

11/16/2018



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations (5th Edition); Authors James Kouzes & Barry Posner - Paperback	715/12	7.0000	EA	\$24.15000	\$169.05	11/30/2018
						Schedule Total	\$169.05
						ReqID: 0000017726	
						Item Total for Line # 1	\$169.05

Total PO Amount \$169.05

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.

* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.

* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

11/16/2018